



Position Title: Event Coordinator, Dairy Market

Reports To: Market Manager

Position Summary: Event Coordinator will be developing creative, in-house programming for the overall Market with the Market Manager. While doing so, this role will build strong relationships with clients and the local community. Additionally, they will be responsible for assisting the Director of Sales & Operations with executing a variety of meetings and special events in the Dairy Market's private event space, The Brick Cellar, as well as its outdoor areas.

Essential Duties and Responsibilities

The following represents a list of essential duties and responsibilities; other duties may be assigned as required.

Community Engagement with the Market Manager:

- Smile, have fun and be energetic!
- Develop, coordinate, manage and execute a high volume of programmed events and activities that drive measurable revenues and enhance the image of the market as a destination location.
- Coordinate in house meetings including distributing agendas and minutes for weekly and monthly meetings.
- Assist with the marketing efforts (flyers, signage, social media, etc.) in coordination with Retro Hospitality.
- Administrative duties including but not limited to, applying and completing permits and licenses for events.
- Fielding inbound communications, i.e. voicemails and general inquiries.
- Research our competitive set/national food halls, noting events/activities for ideas and marketing.
- Complete assigned tasks and additional duties as requested by the Market Manager.
- Be knowledgeable of all emergency procedures and policies.

Coordination with the Director of Sales & Operations:

- Provide the highest quality service to clients at all times.

- Understand clients' needs and wants and assist in planning events in conjunction with the client and Director of Sales & Operations.
- Administrative duties including but not limited to detail each event and complete banquet event order forms.
- Communicate with all departments, food & beverage merchants, and preferred caterers, regarding upcoming events and client requests.
- Ensure the event is completed smoothly and resolve any problems that may occur.
- Encourage repeat business through excellent customer service and attention to detail.
- Complete assigned tasks and additional duties as requested by the Director of Sales & Operations.

To apply, send your resume to careers@retrohospitality.com

This position is hired through the market's management company, Retro Hospitality. Retro Hospitality is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, age, protected veteran status, or other categories protected by federal, state, and local law.